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Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Peel

DATE: AUG 17 1953

FROM : [REDACTED]

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SUBJECT: Reduction in Personnel by Printing and Reproduction
Division Resulting from Installation of Equipment.

1. In a memorandum to the Comptroller, under the date of 16 July 1953, L. K. White, Acting Deputy Director of Administration, posed the following question in paragraph #1.

"1. The purchase of collating equipment has been approved, based on a representation that such equipment would reduce the Division's Table of Organization by five employees."

After checking the various factors that enter into the situation and discussing the matter with [REDACTED] Chief, Printing Advisory Staff, General Services, members of the Printing and Reproduction Division staff and members of the [REDACTED] the answer to the question is in the affirmative.

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2. Although there has not been a meeting of the minds on further man hour savings, it appears reasonable to assume that the "fringe personnel" now used each day to assist in assembling and stapling the [REDACTED] (to assure meeting a shipping deadline) can be eliminated, and their combined productive time of six or eight hours diverted into other channels. It must be realized, however, that the man hour saving referred to hinges on several things. One, a normal volume content of the [REDACTED] Two, strict compliance by [REDACTED] of the stencil delivery schedule recently set up. Three, work days free of personnel absenteeism.

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3. The recommendations made in Mr. [REDACTED] study are well taken. However, like all programs of this type, its success is assured only to the degree of sincere effort put behind it by the two services involved. Too much importance cannot be placed by both [REDACTED] and the P & R Division on the discipline and cooperation necessary to assure day in and day out fulfillment of the program. Only through close and continued surveillance of the problem will the contemplated material, man hour and dollar savings become "real".

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4. Paragraph 6 of the original survey, titled "Action Required to Effect these Recommendations", lists five steps to be taken by GSO (P & R Division) and six steps to be taken by [REDACTED] in order to set the

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program in motion. All points are now in the process of development and favorable results have already been noted.

5. Bids for the new collating equipment are scheduled to be opened Friday, August 21, 1953.

6. During the current week the present (on hand) 8 position collator was moved into a room adjacent to the area now used to process the [REDACTED]. It is the intention of the P & R Division to start immediately transferring work from hand collating to machine collating to the extent that the machine collator can absorb the work.

7. This partial change over will effect operating economics almost immediately. Initially, however, operators must be trained and the routine established for the most economical method of handling material in the operating of the collators. At the end of this test period it is recommended that a cut of two (2) collating personnel be made from the total of 14 now used on this operation.

8. In conclusion, the second paragraph of the memorandum from Mr. L. K. White made the request that the Organization and Methods Service continue to follow the problem and ascertain the results obtained

" after the equipment has been installed, what reductions in personnel have been made and how the operation is functioning".

This has been noted and a final report will be rendered at a later date.

9. The respective staffs of both GSO and [REDACTED] charged with the responsibility of this program are to be complimented on their mutual cooperation and sincere efforts being extend to assure a successful conclusion of the project.

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CONCURRENCE:

W. L. PEEL

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Security Information

Comptroller

17 August 1953

Management Officer

Reduction in Personnel by Printing and Reproduction Division
Resulting from Installation of Equipment.

Reference: Memo, dtd 16 Jul 1953 from Acting DD/A.

25X1A9a 1. Referring to the above memorandum, attached is report by
O&M Examiner [REDACTED] From the memorandum and discussion with Mr.
25X1A9a [REDACTED] I am of the opinion that at least five positions will be
saved on the collation operation through the installation of these
machines, and that this installation combined with careful work
planning and manpower utilization will result in additional saving
of time, which should assist in cutting down overtime in the Print-
ing and Reproduction Division.

W. L. PEEL

Attachments
Memo and Report

Document No. 2
NO CHANGE in Class. ☒
☐ DECLASSIFIED
Class. CHANGED to: TS S C
Auth: DDA Memo, 4 Apr 77
Date: 170278 By: 025

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